|  |  |
| --- | --- |
| **Provision of** | Insert name of the requirement/project |
| **Faculty / Department / Service Centre** | Select One |
| **Category of procurement** | Choose an item |
| **Business Owner** | Insert name of business owner |
| **Date** | Click here to enter a date |

**Use this template to seek approval for procurement activities below $100,000, and include the approved version of the Capital Business Case for this requirement.**

**There is no requirement to have the Procurement Manager involved in your procurement, however it is recommended to have the Procurement Manager Involvement especially of the procurement activity is of complex nature.**

**Please read ‘helpful instructions’ at the end of this template for guidance. Where you see the option to ‘choose an Item’, please select the closest matching item relevant.**

**Delete all blue text including the ‘helpful instructions’ prior to submitting the document for approval.**

**Document Control**

**Document history**

**Author**

| **Version** | **Date** | **Name and Role** | **Signature** |
| --- | --- | --- | --- |
| 1 |  |  |  |

**Reviewers**

| **Version** | **Date** | **Name and Role** | **Signature** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Procurement Manager – Review and Recommend for Approval** | | |  |
| Hasita Wimalachandra | *Signature* | | *Date* |
|  |  | |  |
| **Holder of Delegated Financial Authority** |  | |  |
| [Name and Position] | | *Signature* | *Date* |

# Supplier Recommendation

|  |  |
| --- | --- |
| **Description of Goods and or Services being procured** | Insert details of what you are buying, the goods and or services of the requirement/project |
| **Name of Supplier** | Full legal name of Supplier including Trading Names if any |
| **Contract or Purchas Order?** | Choose an item |
| **Contract or purchase order amount in NZ Dollars Excluding GST** | Insert contract or purchase order value here in NZ $ and excluding GST, contingency and or other related project/activity costs are not part of this award |

1. **Scope**

The scope of this procurement includes:

* List and describe goods and/or services that are in scope.

This procurement does not include:

* List and describe related goods and/or service that are not in scope.

# Contract or Purchase Order details

|  |  |  |
| --- | --- | --- |
|  | **Contract Category** | Choose an item |
|  | **Contract Type** | Choose an item  Please seek Legal & Contract Office assistance and guidance in selecting the most appropriate type and form of contract if other than Purchase Order |
|  | **MIT Standard contract terms amended?** | Choose an item  If you select ‘Yes’, describe the contract amendments.  Note: Legal & Contracts must approve any amendments before the contract is awarded |
|  | **Defects liability expiry date** | Click here to enter a date  Applies for Physical Works contracts. If not applicable – Specify ‘N/A’ here |

# Procurement Process Undertaken

|  |  |  |
| --- | --- | --- |
| **a.** | **Business Case Approved for this procurement?** | Choose an item  If the procurement relates to CAPEX expenditure, an approved Business Case is required before undertaking the procurement activity. Specify ‘N/A’ if OPEX expenditure |
| **b.** | **Has there been any deviation from the Procurement Policy?** | Choose an item  If you select Yes, please indicate any specific areas of the Policy where you have deviated from in conducting this procurement activity and why? |
| **c.** | **Type of procurement process undertaken** | Choose an item  If you select ‘N/A – Sole Source/Propriety Supplier’ please provide details as to why? |
| **d.** | **The process undertaken for the inviting of submitters** | Choose an item  If you select ‘Selected/Restricted distribution’, please provide justification. |
| **e.** | **Method of selection (Evaluation)** | Choose an item  Please refer to the Procurement Manual for guidance  If you select ‘Other’, please provide details |
| **f.** | **Does the adherence to MIT Health & Safety required under this contract?** | Choose an item  Mandatory for all Physical Works contracts. However, there could be instance where this requirement may apply for certain other type of procurement. It is recommended that MIT’s Health & Safety Manager is consulted in the very first instance |

.

* 1. **Evaluation process**

The evaluation criteria and relative weightings are identified in the table below:

|  |  |
| --- | --- |
| **Criteria type** | **Weighting (%)** |
| Attribute 1 | Add % weighting |
| Attribute 2 | Add % weighting |
| Attribute 3 | Add % weighting |
| Attribute 4 | Add % weighting |

* 1. **Quotations received**

The following table identifies the prospective Suppliers who submitted responses.

List prospective Suppliers in order of preference (increase and or amend the table as applicable to the procurement activity, or you may cut and paste from the evaluation spreadsheet)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rank** | **Name of Submitter** | **Amount as opened** (excl. GST) | **Final Price** (excl GST) \* | **Total score** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

# Supplier background

* 1. **Supplier profile and work history including prior history with MIT (if any)**

Describe the characteristics of the Supplier and highlight what is unique about them including any previous experience with MIT if any.

1. **Health and safety**

Describe the prospective recommended Supplier’s Health and Safety status. For example, MIT approved according to the Health and Safety Policy and provided site specific Health and Safety plan.

**‘Helpful Instructions’**

|  |  |
| --- | --- |
| Business Owner | The Dean/Head of School or Manager who Faculty/School or Service Centre is the recipient of the process outcome; the account or budget holder |
| Author | The one who undertakes the procurement activity. The Author and the Business Owner can be the same |
| Reviewer | Generally the next level line manager of the Author. – note both author and reviewer cannot be the same |
| Approval | Procurement Manager will review and recommend for approval by the delegated financial authority |
| Overview | Please explain the background to the requirement why it is needed and the rationale behind undertaking the procurement |
| Supplier Recommendation | Please make sure you specify whether the proposed contract is a lump sum value, agreed rates contract and or whether subject to an All of Government Contract, aligned to a Crown Syndicated Contract or a Crown Collaborative contract. If lump sum, you need to mention the contract amount. Supplier’s full legal name must be specified. |
| Contract Details | Please consult Unitec’s Senior Legal Counsel for advice |
| Business Case Approval | As applicable, subject to the activity being a CAPEX spend and the approval of Business Case parameters, you must have an approved Business case having a relevant approval number prior to commencing the procurement activity. Please note having the Business Case approved is not authorisation to award a contract to any supplier. To award a contract to any supplier, you need the approval of the Supplier Recommendation report. |
| Health & Safety | It is mandatory if the requirement relates to physical works or service. However, there may be instance where Health & Safety applies outside that of Physical Works and service. In any case, you are required to contact Unitec’s Health & Safety Manager and obtain appropriate and formal advice prior to finalising the relevant procurement activity. |
| Was the Procurement Manager involved in the activity? | Involvement means either in the capacity of providing guidance and or assistance to managing the process from start to finish. You need to specify ‘yes’ or ‘no’. |
| Costs / Identified Savings | It is imperative that this section be completed identifying the cost and or as applicable any potential savings identified over any previous spend for the same requirement. |